



Finance Policy

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1 PURPOSE

- 1.1 The Governing Board has a core function of overseeing the financial performance of the organisation and making sure its money is well spent. This includes ensuring that financial matters are delivered in accordance with, and to the standards and timetable required by the Government and the Local Authority.
- 1.2 This document has been adopted by Cann Bridge School, as the basis for the administration and management of finances. The aim of the policy is to create a framework within which individual members of staff, Governors and other interested parties, can exercise financial management, probity and stewardship in an efficient and effective way.

2 OVERALL MANAGEMENT RESPONSIBILITIES

- 2.1 The Governors will manage their affairs in accordance with high standards of Public Sector administration, based on a distinct set of values, the fundamental principles of which are: -
 - 2.1.1 Openness – open approach to all interested parties in the disclosure of information that lends itself to necessary scrutiny.
 - 2.1.2 Integrity – this is best described as both straightforward dealing and completeness.
 - 2.1.3 Accountability – the process whereby individuals are responsible for their actions and decisions.
- 2.2 Governors will have regard to: -
 - 2.2.1 The Plymouth Scheme for Financing Schools (section 48 of the School Standards and Framework Act 1998, as amended by the Education Act 2002) issued by Plymouth City Council's Strategic Director for People.
 - 2.2.2 Minimum standards of financial management as set out in Plymouth City Council's Financial Regulations.

2.2.3 Advice and guidance relating to the financial performance of schools arising from the work of Ofsted, Internal Audit and external audit providers, Plymouth City Council Finance and other interested parties.

2.2.4 Maintaining standards as required by Schools Financial Value Standard (SFVS) and acknowledging the Standard's support notes as provided by the Department for Education (DfE). Under the DfE requirements, the Governors will annually carry out an internal self-assessment against the Standard which will be submitted to Council (Devon Audit) in accordance with their instructions.

3 FINANCIAL POLICIES AND PROCEDURES

3.1 Scheme of Delegated Authority

3.1.1 Cann Bridge School recognises the importance of clearly defining the roles and responsibilities of its governing board, Finance Committee, the Headteacher and other staff. The terms of reference for the School and its individual schools are laid out in a separate document.

3.1.2 The Governors, subject to their terms of reference, will decide how to spend the Individual School Budget allocated by the Local Authority subject to:

3.1.2.1 Any conditions in the Plymouth Scheme for Financing Schools to protect its legal duties.

3.1.2.2 The budget only being spent for the purposes of the School to which it is delegated.

3.1.3 The Governing Board, through the terms of reference, has delegated authority to:-

3.1.3.1 The Finance Committee to authorise spending up to the sum of £20000 on any one order subject to the necessary budget provision being available. Beyond this level the approval of the full Governing Board will be required.

3.1.3.2 The Finance Committee to authorise virements from one budget heading to another up to the sum of £15000. Beyond this level the approval of the full Governing Board will be required.

3.1.3.3 The following officers to authorise spending on an order up to the sums specified.

Headteacher	£10000
Finance & Data Manager	£5000

3.1.3.4 The Headteacher to authorise virements from one budget heading to another up to the sum of £10000. Beyond this level the approval of the Finance Committee will be required.

3.1.3.5 The Senior Leaders appointed by Cann Bridge School will take responsibility for the financial control and management of the individual School in the extended absence of the Headteacher.

3.1.3.6 Staff to sign documentation in accordance with the staff signing / approval list and authorised signatory list attached as Appendices 1 and 2.

3.2 Headteacher's Financial Responsibilities

3.2.1 The Headteacher is responsible to the School Governors for ensuring the effective operation of the finance function. The Headteacher will ensure that:

- 3.2.1.1** The roles of each member of staff are clearly defined and the duties of staff concerned with financial transactions and administrative processes will, as far as is practicable, be distributed to ensure that key tasks are assigned to separate members of staff and that appropriate systems of internal check exist.
- 3.2.1.2** The Council's Scheme for Financing Schools, Financial Regulations and Contract Standing Orders are adhered to.
- 3.2.1.3** The procedures and process as detailed in the Schools Finance Manual are followed in the operation of the School's accounting and commitment system (FMS).
- 3.2.1.4** Systems are in place to ensure that financial control is maintained at all times including procedures in the absence of key staff.
- 3.2.1.5** Appropriate documentation and records of transactions are maintained to specified standards.

3.3 The School Planning Process

3.3.1 The School Development Plan is an integral part of the School's governance and management. The Plan is based on the needs of School and will cover in outline the educational priorities and budget plans for at least the next three years, showing how use of staffing and financial resources is linked to the achievement of the School's goals. There will be a clear and identifiable link between the development plan and the annual budget to demonstrate how the Schools intend to give best value for money.

3.3.2 The plan will include categories on the following:

- Where are we now? Information will include the latest examination results, pupils' achievement rates, how the Schools compares with other schools, parents' degree of satisfaction, targets for improvement and a report of progress in addressing issues identified during Ofsted inspections or LA monitoring.
- Performance. This will include the outcomes of any self-evaluation activity, progress with the implementation of action plans and a summary of the cost effectiveness of spending decisions made during the previous year.
- Process. This will detail the process for developing the plan, including the research undertaken and reference to local and national guidance.
- Mission, Aims and Priorities. The School's own mission with local and national priorities for action.
- Reasons for Change. A summary of key management decisions, the outcome of any consultation on major spending decisions and the rationale for major changes in resource allocation.
- What will stay the same? The plan will make clear how improvements already achieved can be sustained while making further changes at the same time.

- **Future Plans.** This will include curriculum / departmental action plans for the current year with costings, a summary staffing plan with costs, a summary premises plan with costs and a summary of financial implications of other strategic plans.
- **Finance Implications.** This will include forecasts of future pupil numbers, forecasts of resource allocations and other income, the whole school budget, a breakdown of devolved budgets and section on the planned use of balances, or where appropriate, plans for the reduction of any deficit.

3.3.3 Annually the school will carry out Financial Benchmarking to inform ongoing developments within the school and a report submitted to the Finance Committee.

3.4 Consistent Financial Reporting

3.4.1 The School will maintain its financial statements in a form that is compatible with the requirements of the Consistent Financial Reporting (CFR) scheme. This will allow the Local Authority to produce the annual CFR statement on behalf of the Schools by the third Friday in July.

3.5 Budget Management

3.5.1 The Headteacher is responsible for preparing the annual revenue budget in sufficient detail to conform to the Scheme for Financing Schools requirements and to enable the effective management of the available funds by Cann Bridge School, which is responsible for ensuring that total forecast expenditure does not exceed the available funds. To ensure this can be done, the Headteacher will provide regular reports (at least termly) to the Finance Committee. As a minimum standard:

3.5.1.1 A budget monitoring report will be prepared in accordance with the requirements of the Governors to enable them to effectively manage all funds made available to the School. The report will contain notes showing budgetary adjustments, details of major variations and highlighting areas of uncertainty. The 'Cover Page' must show, as accurately as possible, the forecast year end position for all funds.

3.5.1.2 It is essential that reports produced are accurate as far as reasonably possible. The Headteacher is responsible for ensuring that quality controls are in place so that reports are of a sound standard. Staff responsible for the production of financial reports must ensure that they take appropriate steps to guarantee the reliability of the information.

3.5.1.3 The Headteacher may delegate responsibility for elements of the budget to staff where this is appropriate. These budget holders must operate within the same objectives and controls as those agreed for the school as a whole. Delegated budget holders within the school will be provided with sufficient information to enable them to perform adequate monitoring and control. Such budget holders are to be accountable to the Headteacher who is responsible for ensuring mechanisms exist to enable such delegated budgets to be monitored.

3.5.1.4 The Governors and the Headteacher will periodically review the provision of financial information to ensure that what is provided remains appropriate, particularly in terms of its timing, level of detail and narrative information.

3.5.1.5 A 'Detailed Budget Monitor Report with Cover Page, based on all ledger codes, will be prepared for and submitted to the Service Director for Finance / PCC Schools Finance Team to enable the Local Authority to carry out its statutory duties in the monitoring of school budgets.

3.6 Insurance

- 3.6.1** The Headteacher will review the insurance needs of the school annually and liaise with the Service Director for Finance where appropriate to ensure that specific arrangements remain appropriate. Following the approval of Finance Committee, the Headteacher will ensure the agreed arrangements are in place.
- 3.6.2** The Finance Committee will periodically consider whether to insure risks that are not covered by an existing policy arranged by the Service Director for Finance or other voluntary body. The cost of premiums for any additional cover should be met from the School's budget share.
- 3.6.3** The Headteacher will be responsible for ensuring that Governors are made aware of all new risks, and all incidents which may give rise to an insurance claim (e.g. accident, theft etc) should be reported immediately to the insurers, Plymouth City Council or their agent.

3.7 Computer Systems

- 3.7.1** The Governors recognise the importance of protecting computerised financial management systems and the data held therein. The Headteacher will ensure that the Schools are registered in accordance with the Data Protection Act 2018.
- 3.7.2** The Headteacher will ensure that effective backup procedures are in place.
- 3.7.3** Access to school management computer systems will be limited to authorised staff. These staff will use passwords which should not be disclosed and should be changed regularly. Only authorised software will be used to prevent the import of computer viruses. Staff will only have access to those modules appropriate to their duties.

3.8 Best Value and Purchasing

- 3.8.1** The Schools recognise the principles of Best Value.
- 3.8.2** The Governing Body aims to achieve best value for money from all its purchases. The Headteacher is responsible for ensuring procedures are in place for testing the market, placing of orders and paying for goods and services in accordance with Contract Standing Orders and Financial Regulations.

3.9 Value for Money

- 3.9.1** Competitive quotations are not required for contracts or orders with an estimated value at or below £5000. At least one written quotation must be obtained from the supplier before a FMS official / commitment order can be issued. For procurements valued over the amount above or below £100,000 at least three written quotations will be invited before a FMS official / commitment order is issued. For procurements valued at above £100,000 a contract award procedure must be conducted in accordance with the Council's Contract Standing Orders.
- 3.9.2** Any contract valued at above £100,000 must be in form approved by the Head of Legal Services. All other contract may be signed by the Chair of Governors or Headteacher in accordance with the Scheme of Delegation and reported to the Governing Body.
- 3.9.3** For contracts valued at above £100,000 the Council's Head of Commercial Services will be notified for inclusion in the corporate Contracts Register. The Headteacher will maintain a register of all other contracts and leases entered into by the school.
- 3.9.4** The Headteacher have delegated authority to accept an appropriate quotation for all expenditure below the figure of: £5000

3.9.5 In instances where the lowest quotation is not accepted this should be reported to the Full Governing Board and the reasons for the decision recorded in the minutes of the meeting. For quotations above £25000 the approval of the Finance Committee must be sought.

3.9.6 The Headteacher will notify the Strategic Director for People of any capital spending from capital and revenue budgets. Where the expected capital expenditure from the revenue budget on any one project in any one year will exceed £15,000, Cann Bridge School must notify Plymouth City Council and take into account any advice from the Strategic Director for People and the Service Director for Finance as to the merits of such expenditure. Projects should not be artificially disaggregated to avoid this requirement.

3.9.7 Quotations or tenders need not be sought because of an unforeseeable emergency involving immediate risks to persons, property or serious disruption to the Schools or significant financial loss. The Headteacher may approve an exemption in these circumstances but must prepare a report for the next Governors' meeting to support the action taken.

3.9.8 The register of business interests should be formally referred to prior to the acceptance of quotations or the awarding of contracts. It will be minuted in the Governors' minutes that this procedure has been followed.

3.10 Orders for Goods and Services

3.10.1 All purchases on behalf of the school must be from suppliers that offer the best value for money.

3.10.2 Before placing an order, budget holders ordering goods or services should consult the school's approved supplier list and seek guidance from the Finance & Data Manager if they cannot obtain the order from already approved suppliers.

3.10.3 Placing an order: Internal Order Form is filled in (available from outside the Reception area or on the Intranet Shared Drive).

3.10.42. Before filling in the form:

- Ensure the product is fit for purpose
- Ensure that it can be delivered by the supplier within desired timeframe
- Consider delivery costs
- Complete the Internal Order Form including delivery costs
- Obtain approval from the relevant budget holder

3.10.55. Once approved pass the form to the Headteacher whether in person or by email. The Headteacher will review all requests before passing to the Finance & Data Manager. Help and advice is available from the Finance & Data Manager when placing an order.

3.10.6 Budget holders:

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Curriculum Leads
- Class Teachers
- Nursing Team

3.10.7 All requests for orders must be in writing. The Finance & Data Manager may not process any orders without the appropriate written authority for audit purposes. An email will suffice. Any

telephone or verbal orders, supported by an authorised requisition form, must be confirmed by an official commitment order not later than the next working day.

3.10.8 Official commitment orders will be raised by the relevant finance personnel through FMS on receipt of a requisition form signed by the appropriate budget holder and authorised in accordance with the Scheme of Delegation (paragraph 3.1.3). Orders and copy orders will be signed in accordance with Appendix 1.

3.10.9 Every month the LA emails a printout, commonly known as CIVICA sheets/Radius reports. These sheets should be used monthly to check to ensure all details match exactly with FMS to reconcile.

3.11 Payment of Accounts

3.11.1 Invoices will only be paid when the budget holder has shown approval that goods and services have been received and are of the quality expected. Payment should be made within reasonable time limits and discounts taken for quick payment where appropriate, ensuring that the Authority has paid the invoice within 30 days of receipt.

3.12 Petty Cash / Imprest Account

3.12.1 The Headteacher is responsible for the operation of the petty cash account, which should only be used for the purchase of postage stamps and small items of expenditure up to: £150

3.12.2 In exceptional circumstances (i.e. where either payment on account or by credit is not possible) petty cash may be used. All petty cash spend is subject to a limit of £50. Petty Cash Requisition form received with a valid receipt attached completed and signed by the Budget Holder.

3.12.3 All petty cash spend is to be reviewed monthly by the Finance & Data Manager and any exceptions e.g. misuse, reported to the Headteacher as appropriate.

3.12.4 It is the responsibility of Budget Holders to ensure they have receipts for all purchases and that receipts are submitted before any expense claims can be paid.

3.12.5 Every effort should be made to obtain proper receipts and VAT invoices.

3.12.6 The Finance & Data Manager may draw petty cash sums above this level of expenditure to support curriculum costs where no alternative payment method is available and this must be agreed by the Headteacher.

Finance & Data Manager curriculum withdrawal: Maximum £500

3.12.7 Guidance

- Petty cash will be processed weekly
- An email will be sent by Finance when the payment is ready
- Payment of a claim will be by cheque.
- Petty cash required in advance for curriculum purposes (i.e. bus fares) is available up to the sum of £100 by prior arrangement with the Headteacher subject to budget holder approval.

3.13 Purchasing Card

3.13.1 The Purchasing Card is issued for the express function of obtaining goods and services for the School or for payments relating to business expenses incurred in the course of the

Cardholders official duties. See Appendix 2 for Cardholders, monthly card limit and agreed transaction limit.

3.13.2 The Purchasing Card Barclaycard Spend Management (BSM) (Cardholder User Guide) issued by the Service Director for Finance will be adhered to at all times. A copy of this can be found on the School Room website. See Appendix 1 for BSM authorisation and approval.

3.14 Human Resources and Payroll

3.14.1 The Headteacher will, where possible, allocate duties to ensure that an appropriate division of duties exists in the area of completing, checking and authorising of all documents and claims relating to appointment and termination of employment and expenses.

3.14.2 Payroll transactions will be processed only through the Council's payroll system. Payments for employment will not be made to staff or visiting lecturers etc. through any other mechanism. Payroll transactions relating to Plymouth City Council employed staff will be processed against a fund provided by the Council and not a voluntary unofficial fund.

3.14.3 Cann Bridge School Governing Board has delegated to the Headteacher authority to approve honoraria and gratuities subject to an annual report to Cann Bridge School Governing Board of such payments.

3.14.4 The school will comply with the procedures laid down by the Council on determining employment or self-employment of individuals. These can be found on the School Room website under the HR Support heading.

3.15 Security of Stocks and Other Property

3.15.1 The Headteacher is responsible for the care and custody of all assets within the Schools and will maintain proper security for all buildings, vehicles, plant, stocks, stores, furniture, equipment, keys and cash.

3.15.2 The Headteacher will ensure that a register of assets / inventory is maintained in accordance with the provisions of the Scheme for Financing Schools. Inventories will be checked at least annually and any discrepancy shall be investigated. The Schools Full Governing Board and Service Director for Finance will be informed of surpluses and deficiencies revealed by an inventory check.

3.15.3 The IT Network Manager can authorise disposal of assets up to value of £100. The Headteacher can authorise disposals under £500 and evidenced by his or her signature on the inventory. Any disposals valued above £500 need to be referred to the Governing body, stating the reasons for the disposal and recommending a method, or methods, of disposal.

3.15.4 Safes and similar storage facilities will be kept locked and the keys removed to be held by the key holder who will be nominated by the Headteacher. Normally keyholders will carry keys on their person and keys must not be left on the premises overnight. A list of keyholders will be maintained by the school and loss of any keys must be reported to the Headteacher and where necessary the Service Director for Finance.

3.16 Income and Banking Arrangements

3.16.1 General Income Matters - Income Collection and Banking

3.16.1.1 The Headteacher will ensure that the responsibility for determining sums due to the school is separated from the responsibility for collecting and banking such sums. In addition, the Headteacher is responsible for ensuring arrangements

operated are in accordance with procedures specified by Financial Regulations and Schools Finance Manual

- 3.16.1.2** The Headteacher is responsible for the correct accounting of all income due to the School. This includes the use of an online collection system (School Money & Sum Up) for processing income collected by the School.
- 3.16.1.3** By using the online collection system, the School will follow guidance issued by the provider for the academic year (new and year end procedures) and instructions, issued by the Local Authority, for its year end procedures.
- 3.16.1.4** Where cash and cheques are received, whether it is due to a fund provided by the Local Authority, or 'Catering Income' or an unofficial fund, the online system will be updated on the day of receipt. (If a parent requests a receipt, this will be issued from the online cash collection system. For manual systems, a receipt will be issued and, in agreed circumstance, collection listings will be used.
- 3.16.1.5** Any cash or cheques received will be locked away until the time of banking. Income collected will be banked in its entirety as promptly as possible (usually weekly) and will not be used to cash personal cheques or for other payments (other than the official imprest).
- 3.16.1.6** Where invoices are to be raised, the school will promptly submit an Invoice Production Request form to the Local Authority's Transaction Centre for processing through the corporate debtor system.
- 3.16.1.7** All income received / receivable will be posted to the School's FMS system, using the non-invoiced income process, on the date of receipt through the online cashless system, the day any cash or cheques are banked and invoice production request forms are submitted. This will ensure that income credited to the School's cost centre on the corporate general ledger can be reconciled to FMS.
- 3.16.1.8** Internal recharges will be raised promptly through the agreed journal system to ensure expenditure is recouped.

3.16.2 Charging and Remission of Fees

- 3.16.2.1** The Finance Committee will annually review the charges referred to in the charging and remission policies on the basis of recommendations put forward in a written report by the Headteacher. The policies adopted will be based on the guidance issued by the DfE and the Local Authority.

3.16.3 Banking Arrangements

- 3.16.3.1** The Headteacher is responsible for ensuring arrangements operated are in accordance with procedures specified by Financial Regulations and Schools Finance Manual.

3.16.4 Lettings

- 3.16.4.1** The letting of School Premises and Grounds should always be subject to a formal contract. A detailed lettings policy together with charges is contained in a separate document.

3.16.5 Debt Recovery & Amounts to be written off

3.16.5.1 The Finance Committee will annually review the debt recovery policies on the basis of recommendations put forward in a written report by the Headteacher. The policies adopted will be based on the guidance issued by the DfE and the Local Authority.

3.16.5.2 The Finance & Data Manager will keep a clear record of debts as per the debt recovery policy, notifying the Headteacher and reporting this to the Finance Committee.

3.16.5.3 The Governors may write off any debt valued at £2,500 or less where the income would have been credited to the School's Budget Share. Any other write off will require the approval of the Service Director for Finance in accordance with the Financial Regulations.

3.17 School Funds / Private Funds

3.17.1 The Governors are responsible for all the school's voluntary unofficial funds. Although the school fund / private fund is not public money, the principles of sound financial management outlined in this policy apply equally. This requires the proper minuting of all decisions taken by the Governors.

3.17.2 The objectives of the school fund / private fund are to enable the School to function financially with funds not normally allocated by the Local Authority. This includes income received from a variety of proper sources and payments made for the purchase of educational goods, for pupil welfare and the provision of services outside the scope of the delegated budget share.

3.17.3 The Governors approve the operation of the school fund / private fund, which will be administered in accordance with the recommendations noted in the manual for the Management of Voluntary Unofficial Funds, as issued by the Local Authority.

3.17.4 The accounts are to be maintained within the constraints of the Fund objectives.

3.17.5 Auditor(s) will be appointed annually by the Governors to conduct an audit of the fund accounts in accordance with the Fund Objectives and as recommended by the Service Director for Finance. The preparation and delivery of the audited accounts and report to the Finance Committee will be within three months of the fund's financial year.

3.17.6 Bank Accounts are to be at: HSBC plc

3.17.7 Operational policy and procedure

- A minimum of two signatures is required on Fund Cheques.
- A formalised monthly bank reconciliation statement to all cleared bank balances is required at least termly. The Headteacher should sign the statement as correct.
- All income is to be properly receipted or processed through the online cashless system.
- Expenditure must be supported by proper invoices or vouchers, which must be retained for a minimum of 6 years.

- All expenditure will require the Headteacher's authorisation.
- Items of expenditure in excess of £10,000 will require approval by the Finance Committee.
- Wages, honoraria, loans or ex-gratia payments are not to be made from the School Fund.
- However, gifts (not cash or cheques) may be given up to a maximum of £100 without the prior approval of the Finance Committee.
- A financial report will be submitted, as part of the routine financial reporting, to the Full Governing Board.

3.18 Governors' Expenses

3.18.1 The policy relating to Governors' Expenses will be reviewed at least every three years and approved by the Finance Committee, if payable, will be in accordance with the Local Authority scheme.

3.19 Registers of Business Interests

3.19.1 Cann Bridge School should maintain a register of pecuniary interest forms for each member of Cann Bridge School and the Headteacher recording business interests. The register should be kept up to date with notification of changes and through annual review of entries, and should be made available for inspection by the Governors, staff, parents and the Local Authority.

3.19.2 Cann Bridge School will ensure that all members of staff are aware of the responsibilities for declaring any links or personal interests which they have with regard to contractors and suppliers. The Headteacher will maintain, in a suitable form, a record of the details of those members of staff who declare any links or personal interests which they have with contractors and suppliers.

3.20 Gifts and Hospitality Register

3.20.1 As a general rule staff must not accept from suppliers or contractors or potential suppliers and contractors or from any firm or organisation with whom the School has had, is having or may have any dealings of any kind:

3.20.2 Staff will not accept bribes.

3.20.3 Declare all gifts or hospitality that are received or offered other than the exceptions in writing to the Headteacher to be added to the Gifts and Hospitality Register. Exceptions would be:

- A gift offered by parents/ children to express their thanks and gratitude.
- A low-cost gift given to the school for the purpose of advertising a service or company up to the value of £20 e.g. diaries, pens, these do not have to be declared.

3.21 Travel Policy/Expenses

3.21.1 Staff may claim reimbursement for reasonable travel expenses incurred wholly, necessarily and exclusively in the course of the school's business. These may arise from attending meetings, training, educational visits or conferences.

3.21.2 Travel Expenses

3.21.3 Payment for mileage will be paid at the HMRC Approved Mileage Allowance Payments rate (currently 45p per mile for the first 10,000 miles). The rate is paid irrespective of the fuel type or capacity of the car.

3.21.4 Staff are encouraged to car pool where possible.

3.21.5 Mileage claims (form) must have attached a VAT receipt for fuel used. The claimant is responsible for attaching the receipt and the line manager is responsible for checking the receipt is valid prior to payment.

3.21.6 An appropriate receipt must:

- Be dated before the date of the journey claimed for.
- Show the amount of fuel purchased in litres.
- Show the name of the fuel supplier and their VAT registration number.
- Account for at least 25% of the total amount of the mileage claim.

3.21.7 If several low mileage claims are submitted, a single receipt showing fuel purchased to cover all the miles claimed is sufficient.

3.21.8 If a member of staff starts/ends their journey at their home, and the distance travelled is less than the distance that would have been travelled had they started/ended at the school, the lesser distance will be paid.

3.21.9 The date of, reason for, starting point and destination of the journey should all be shown on the Staff Expenses Claim Form.

3.21.10 Claims submitted over a month after the expense incurred may not be paid.

3.21.11 Parking or speeding fines will never be reimbursed.

3.21.12 Vehicle Insurance

3.21.13 Insurance for business use is required. The school does not provide car insurance for staff using their own vehicles. Staff members are responsible for ensuring they are appropriately insured prior to travel.

3.21.14 Staff must also ensure that the car is safe and legal to drive.

3.21.15 Copies of in date Business Insurance, MOT (where applicable) and Driving Licence must be lodged with reception who will maintain a tracker of all details. It is the driver's responsibility to ensure that renewal documents are shared when their predecessors expire.

3.21.16 Use of Public Transport

3.21.17 Tickets for the use of public transport for eligible journeys will be reimbursed upon receipt, provided the expenses are reasonable.

3.21.18 Staff should use the most economical class of travel. This will generally be standard or economy class.

3.21.19 The school will not pay for the travel of any accompanying person, unless their attendance is required as a representative of the school or the staff member requires assistance by means of reasonable adjustments.

3.21.20 The school will arrange transport in advance wherever possible to ensure best value.

Appendix 1

STAFF SIGNING / APPROVAL

	Headteacher	Deputy Headteacher	Finance & Data Manager	HR & Office Manager	Admin Assistant	Budget Holder
Ordering and Payments						
The raising of a requisition for goods / services	√	√	√	√		√
Authorising requisition per scheme of delegated authority	√	√	√	√		√
Input of requisition to FMS to create order / commitment			√		√	
On screen authorisation of FMS order			√			
Signing of printed order and copy order	√	√				
Receiving goods into School	√	√	√	√	√	
Verification that goods received agrees with delivery note and original order			√	√	√	√
Approving invoice for payment prior to entry under FMS			√			
Input of invoice under FMS			√		√	
On screen approval of invoice			√			
Signing of Payment Authorisation Control Listing			√			
Signing of proposed cheque run (LPS only)	N/A					
Approval of payments extract batch listing prior to transmission	√					
Transmission of payments batch			√			
HR and Payroll						
Approval of starter and leaver forms	√			√		
Update and reconciliation of Personnel module			√	√		
Approval of monthly payroll documentation including scale point changes, additional hours and overtime	√					
Approval of supply staff payments listing prior to transmission			√	√	√	
Transmission of supply staff payments	√	√	√			
Staff mileage and expense claims	√	√	√	√		
Authorisation of staff mileage and expense claims	√					

	Headteacher	Deputy Headteacher	Finance & Data Manager	HR & Office Manager	Admin Assistant	Budget Holder
Authorisation of Headteacher mileage and expense claims	Chair of Governors					
Petty cash / imprest						
Authorisation of petty cash expenditure up to £50	✓					
Authorisation of petty cash expenditure over £50	✓					
Reconciliation of petty cash / imprest account			✓			
Purchasing Card	✓	✓	✓			
Purchasing Card holder / individual transaction limit			✓			✓
Reviewer of transactions on the BSM system	✓		✓			
Authoriser of transactions on the BSM system	✓		✓			
School Fund						
Authorisation of School Fund expenditure	✓					
The raising of a requisition for goods / services	✓	✓	✓	✓		✓
Authorising requisition per scheme of delegated authority	✓		✓			✓
Input of requisition to FMS to create order / commitment			✓		✓	
On screen authorisation of FMS order			✓			
Signing of printed order and copy order	✓					
Receiving goods into School	✓	✓	✓	✓	✓	
Verification that goods received agrees with delivery note and original order	✓	✓	✓	✓	✓	✓
Approving invoice for payment prior to entry under FMS			✓			
Input of invoice under FMS			✓		✓	
On screen approval of invoice			✓			
Signing of Payment Authorisation Control Listing			✓			
Approval of payments extract batch listing prior to transmission	✓					
Transmission of payments batch			✓			

Appendix 2 SIGNATORY LISTINGS

Staff authorised to certify requisitions and sign orders

Designation	Name	
Headteacher	Shane Baker	
Finance & Data Manager	Lauren McCabe	

Staff authorised to certify payments (as notified to Director for Corporate Support)

Designation	Name	
Headteacher	Shane Baker	
Deputy Headteacher	Karen Hunter	

Staff authorised to sign Imprest Cheques or Local Payment Account Cheques

Designation	Name	
Headteacher	Shane Baker	
Deputy Headteacher	Karen Hunter	
Finance & Data Manager	Lauren McCabe	
Assistant Headteacher	Jennie Ferrett	

Purchasing Card Holders

Name	Monthly Limit	Transaction Limit
Shane Baker	£5000	£1500

Staff authorised to sign School Fund Cheques

Designation	Name	
Headteacher	Shane Baker	
Deputy Headteacher	Karen Hunter	
Finance & Data Manager	Lauren McCabe	
Assistant Headteacher	Jennie Ferrett	
Family & Learner Support Advisor	Nikki Burrage	

Headteacher: Mr Shane Baker to authorise all expenditure from Cann Bridge School Fund account.

Appendix 3: Gift Card Management Protocol

1. Purpose

To ensure proper tracking, accountability, and reconciliation of all gift cards purchased and used within Cann Bridge School.

2. Responsibilities

- Finance Manager: Records the budget source for each gift card purchased.
- Finance Assistant: Maintains custody of gift cards, manages sign-out and return process, and updates usage records.

3. Procedure

A. Purchase and Initial Recording

- When a gift card is purchased:
 - Assign a unique Gift Card Number.
 - Prepare a Gift Card Tracking Sheet and place it in a poly pocket along with the gift card.
- Record the following on the tracking sheet:

- o Gift Card Number
- o Purchase Date
- o Initial Value
- o Budget Source (as provided by Finance Manager)

B. Sign-Out Process

- Staff requesting to use a gift card must:
 - o Contact the Finance Assistant.
- Sign the Gift Card Tracking Sheet with:
 - o Name
 - o Date
 - o Purpose of Use
 - o Amount intended (if known)
- Finance Assistant releases the gift card and notes the transaction on the sheet.

C. Return and Reconciliation

- When the gift card is returned:
 - o Staff must provide receipts for all purchases made.
- Finance Assistant:
 - o Attach receipts to the tracking sheet.
 - o Calculates the remaining balance on the gift card.
- Updates the sheet with:
 - o Amount spent
 - o Remaining balance
 - o Date of return
 - o Gift card is stored back in its poly pocket for future use.

4. Monitoring

Finance Manager reviews gift card sheets periodically to ensure:

- Correct budget allocation.
- Accurate balance tracking.
- Compliance with sign-out and return procedures.

5. Record Retention

All gift card tracking sheets and receipts must be retained in accordance with the school financial record-keeping policy.